

# PUBLIC RECORDS RELEASE FORM

(G.S. 160-168)

This form is used by the Personnel and Public Affairs departments when providing the information of public record for release. **Public Affairs**—complete top box and check items requested. Contact information is not required for the release of public record. **Personnel**—collect the information and return to Public Affairs for release. **Retain a copy in the employee's personnel file. Do not release this form to the public.**

**To be completed by Public Affairs staff.**

Name of employee: J. Russell Allen Date of request: April 5, 2011

Method of release: ☐ Telephone ☐ In person ☒ E-mail ☐ other \_\_\_\_\_

**Information released to (optional—Requestor is not required to provide contact information):**

Name: Charles Duncan Pardo E-mail: duncan@raleighpublicrecord.org

Name of Company: Raleigh Public Record Phone: 919-606-2390

**Public Affairs—please check boxes of information requested.**

**Personnel—please provide information requested by checked boxes.**

**Information released:**

☒ Age 58 ☒ Date of employment April 16, 2001

☒ Current Position: City Manager ☒ Title City Manager

☒ Current Salary \$219,999 ☒ Office assigned 224

☒ Date and amount of each increase or decrease in salary. Attach additional sheet, same format, if necessary.

Date:	<u>04/1/2009</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$220,000</u>
Date:	<u>04/01/2008</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$210,000</u>
Date:	<u>04/01/2007</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$191,499</u>
Date:	<u>04/01/2006</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$182,499</u>
Date:	<u>04/01/2005</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$170,999</u>
Date:	<u>04/01/2004</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$163,250</u>
Date:	<u>04/01/2003</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$158,249</u>
Date:	<u>04/01/2002</u>	(Circle one)	Increase/ <del>Decrease</del>	Amount	<u>\$150,000</u>

☒ Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.

Date None Type (circle one) Promotion/Demotion/Transfer/Suspension/Separation/Other

☒ Date and general description of each promotion None

Date \_\_\_\_\_ Promoted to \_\_\_\_\_ Description:

Date \_\_\_\_\_ Promoted to \_\_\_\_\_ Desc. \_\_\_\_\_

Date \_\_\_\_\_ Promoted to \_\_\_\_\_ Desc. \_\_\_\_\_

☒ Date and type of each dismissal, suspension or demotion for disciplinary reasons. For dismissal, copy of the written notice of the final decision of the city setting forth the specific acts or omissions that are the basis of the dismissal. None

Date \_\_\_\_\_ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

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Date \_\_\_\_\_ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

Lisa Kuech, Employee Relations Mgr  
Signature of Personnel employee authorized to provide information

April 6, 2011  
Date released

\_\_\_\_\_  
Signature of Public Affairs employee releasing information

\_\_\_\_\_  
Date released